



**Policy:** 2502  
**Procedure:** 2502.01  
**Chapter:** Wellness and Food Services  
**Rule:** Food Service Inspections

**Effective:** 11/07/06  
**Replaces:** 2550.01  
**Dated:** 08/31/00

**Purpose:**

The Arizona Department of Juvenile Corrections (ADJC) Food Service Inspection Team shall perform a monthly evaluation of the Food Service area at each secure facility in order to ensure a standardized level of cleanliness and sanitation. The Food Service Inspection Team shall also ensure ADJC complies with state licensing for Food Establishment and Food Service employees. ADJC shall not require juvenile kitchen workers to have a Food Services Handler's Card unless ordered by the State Health Inspector.

**Rules:**

1. Each **SUPERINTENDENT** of a secure facility shall appoint a Food Service Inspection Team to periodically evaluate:
  - a. Food service buildings and equipment; and
  - b. The criteria for juvenile kitchen workers' selection and range of job assignments in accordance with Policy [3300](#) Health Education, Sanitation, and Safety policy.
2. The **SUPERINTENDENT** shall include on the Food Service Inspection Team:
  - a. Assistant Superintendent, as chairperson;
  - b. A member assigned by the Food Service Contractor, when applicable;
  - c. Maintenance Supervisor;
  - d. Vocational Education representative;
  - e. Inspector from Inspections and Investigations Division (IID);
  - f. Food Service Manager or Food Service Liaison.
3. The **ASSISTANT SUPERINTENDENT** shall:
  - a. Review the previous inspection report prior to each inspection to determine adequate resolution of identified deficiencies; and
  - b. Take appropriate action for unresolved problems.
4. The **FOOD SERVICE MANAGER OR FOOD SERVICE LIAISON** shall ensure:
  - a. All food service employees have a current Food Services Handler's Card on file;
  - b. Files are accessible to the State's Health Inspector for review, if requested;
  - c. A State Food Establishment License is posted in a conspicuous place in the kitchen office; and
  - d. All food service employees and assigned juveniles are trained to follow safety and food regulations as required by the National School Lunch Program requirements.
5. **FOOD SERVICE INSPECTION TEAM** shall:
  - a. Conduct monthly inspections with all members of the team present;
  - b. Inspect the food service area utilizing Form [2502.01A](#) Food Service Inspection Report;
  - c. Within three working days of the inspection:
    - i. Document corrections on Form [2502.01A](#) Food Service Inspection Report;
    - ii. Return a copy of the form to the Chairperson of the Food Service Inspection Team; and
    - iii. Incorporate the inspection information into the final report that includes a plan for the correction of the deficiencies.

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6. The **CHAIRPERSON OF THE FOOD SERVICE INSPECTION TEAM** shall:
  - a. Complete the final copy of the report within six working days of the inspection and distribute it to:
    - i. Assistant Director of Programs and Institutions;
    - ii. Food Service Manager or Food Service Liaison;
    - iii. Facilities Management Administrator;
    - iv. Secure Facility Superintendent;
    - v. Maintenance Supervisor;
    - vi. Inspections and Investigations Division Commander;
    - vii. Loss Prevention Coordinator;
    - viii. ADJC Procurement Administrator (for contracted food service providers); and
    - ix. Business Manager.
  - b. Follow-up and validate all corrections.
7. At least once a year:
  - a. The **ASSISTANT DIRECTOR FOR PROGRAMS AND INSTITUTIONS** shall direct the Food Service Inspection Teams to inspect the food service facility of another secure facility, alternating them annually; and
  - b. The **DESIGNATED ASSISTANT SUPERINTENDENT** shall follow-up on the corrections to his/her own secure facility.
8. The **ASSISTANT DIRECTOR OF PROGRAMS AND INSTITUTIONS** shall develop control measures for identifying hazards to minimize or eliminate the possibility of accidents to juvenile workers or employees or property loss.
9. The **SUPERINTENDENT OR DESIGNEE** shall ensure Food Service personnel and juveniles assigned to food service duties are trained prior to assuming kitchen duties.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
11/06/2006	Dr. Gail Jacobs		